

Dear Parents and Caregivers,

Thanks for offering to help out in the Peirce School Library. I look forward to seeing you throughout the rest of the school year. Volunteering in the library is a great chance to serve in the community!

It is helpful to have 1-2 parent volunteers per class (but no more than 2).

Due to the detailed oriented work needed when volunteering in the library, it is important that you are trained in how to help. This training is done individually with the volunteer coordinator, or as a group. Additionally, this page contains important information about safety, confidentiality, policies, and procedures, and **it is expected that you read this information as part of your training.**

If you have more questions about volunteering and/or scheduling, please reach out to the volunteer coordinator.

We appreciate your willingness to help! Thanks!

FOSTERING LEARNING

When you are here to volunteer in your child's class, please remember that you are there to help the whole class, not just your child. **Try not to distract your child** when any teacher is speaking to the class. It makes it hard for the child to focus on what the class is doing.

If you have a child who has trouble separating from you at morning drop off, it may be a good idea to wait a few months before you begin to volunteer in the library. This is especially true for our kindergarteners who are still adjusting to life in their new school. Sometimes first graders also need to be more independent before they can really handle a parent's presence in library class.

Younger siblings are not permitted to accompany you. Unfortunately the library space is too small where younger siblings are out of view or a distraction to students.

If we are fortunate enough to have several volunteers for a particular library time, please use that time to **help organize the shelves**. The stacks can always be checked to be sure books are in their proper locations.

Chatting among the parents can be distracting for the kids and the librarian, so **please respect the library as a classroom**.

Open Communication

The library is a space that is designed to foster student learning and independence. If you are wondering about anything you see, please feel free to reach out to the library teacher.

Safety and Confidentiality

Your Massachusetts CORI check **MUST** be on file with the front office before you can volunteer. This is a safety issue and we appreciate your help in keeping our community secure. As with any other time spent in the building, you must sign in and out of the front office when volunteering in the library - signing out is important so that we know you have left the building.

If you are present during a fire drill, lock down drill, etc. you **MUST** follow school safety procedures. All persons must be accounted for during these drills, including volunteers.

It is crucial that our volunteers **respect the confidentiality** of all of our students. Please do not have conversations with other volunteers or any persons about academic ability or social-emotional behavior of any students in the class that you observe. Student library information, such as their checkouts and contact information, is also confidential and cannot be shared. If these rules are not respected, you will not be able to serve as a volunteer.

Thank you for your help in maintaining the library as a safe and secure learning environment.

TASKS

Using the computer

- The computer should be up and running with Destiny already opened. If Destiny is not open...
 - Peirce Website
 - Library
 - Catalog
 - Log In (Admin116 Peir170)
 - Catalog

While the lesson is taking place...

Check in books

- Go to "Check In" screen in Destiny on computer (under the circulation tab)
- Scan the Peirce Barcode, making sure the book appears on your screen.
- Organize books onto the shelving cart.

Shelving

- Reshelve items by call number order
- Place display items in appropriate areas.

Shelf Reading

- Organize books on the shelves - little fingers frequently leave shelves disorganized!

During Checkout time...

Check out books

- Go to "Check Out" screen
- The students will scan their library cards, make sure their name is on the screen.
- The students will scan their book, again, make sure it appears on the screen.
- Adhere to the checkout limits and policies.

Encourage independent use of the library.

- Students are learning how to navigate the library. When they ask for help, encourage them to try looking on their own or asking a friend.

Shelving Guide

Call Numbers:

Picture Books = P (Yellow Sticker)

Early Readers = ER (Orange Sticker)

Fiction = F or FIC

Graphic Novels = 745.5 or GN (Red Sticker)

Non-Fiction = ###

Biography = B or BIO

Special things to pay attention to:

Series Bins = in buckets/bins in the back of the library. Explore this area to get acquainted with what books are in this section.

CHECKOUT POLICIES

Check Out Limits:

Kindergarten = 2

1st Grade = 2

2nd Grade = 2

3rd Grade = 3

4th Grade = 4

5th Grade = 5

Renews

Students may renew a book only **3 times**, then it must be returned.

WHY YOU'RE HERE

You are important to the library program! By volunteering in the library you are helping the students, community, and library teacher. Because of you...

- Students can check out more books. Higher check out limits are nearly impossible to manage without volunteers to help with shelving.
- The library teacher can conduct Reader's Advisory with your students rather than circulation tasks. Which means...
 - Students can find books they are passionate about!
 - Teachers can more easily access the collection
 - Students can learn more! Their library teacher can focus on the learning that happens in the library, rather than the tasks you help with.
 - More members of our community know about what really happens in the library. This is an active learning environment, and you help spread the word to people who can't see it in action!

Library 2022-2023 Schedule

Tuesdays

4th Grade: DiSipio (9:30 am – 10:00 am)
4th Grade: Busk (10:00 am – 10:30 am)
3rd Grade: Anderson (10:45 am – 11:15 am)
3rd Grade: Donahue (11:15 am – 11:45 am)
2nd Grade: Salzsieder (12:15 pm – 1:00 pm)
2nd Grade: Capodilupo (1:45 pm – 2:30 pm)

Wednesdays

Kindergarten: Leone (9:00 am – 9:30 am)
Kindergarten: Crovo (9:30 am – 10:00 am)
1st Grade: Norvell (10:45 am – 11:30 am)
1st Grade: Tracey (11:30 am – 12:15 pm)

Fridays

5th Grade: Beaulieu (1:15 pm – 1:45 pm)
5th Grade: Carey (1:45 pm – 2:15 pm)
5th Grade: Champagne (2:15 pm – 2:45 pm)

NEWTON PUBLIC SCHOOLS
Criminal Offender Record Information (CORI) Acknowledgement Form

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT,
VOLUNTEER, SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

City of Newton – Newton Public Schools (NPS) is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to **NPS** to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing **NPS** with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The **NPS** may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that **NPS** must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided below this Acknowledgement Form is true and accurate.

SIGNATURE

DATE

SUBJECT INFORMATION

* Please be aware that if any information is incomplete this CORI can not be processed.

School/Location: _____ Specify: Present or Desired Position with NPS _____ Volunteer (Yes or No) _____

Name: _____
 First Middle Last Suffix

Maiden Name (or other name(s) by which you have been known): _____

Date of Birth: _____ Place of Birth: _____ Social Security No. _____

Gender: _____ Race: _____ Eye Color _____ Height: _____ ft. _____ in.

Father's name: Last: _____ First: _____

Mother's Name: Last: _____ First: _____ Maiden: _____

Current Address: No. & Name, City/Town, State Zip: _____

Former Address: No. & Name, City/Town, State Zip: _____

Telephone # _____ Driver's License or ID Number: _____ State of Issue: _____

The above information was verified by reviewing the following form(s) of government issued identification (attached): _____

VERIFIED BY: _____
 Name of NPS Verifying Employee (Please Print) Signature of Verifying Employee

**Commonwealth of Massachusetts
Sex Offender Registry Board**

M.G.L. c. 6, § 178I REQUEST FOR SEX OFFENDER REGISTRY INFORMATION

All requests for sex offender information must be made on this form mailed to the Sex Offender Registry Board, Attn: SORI Coordinator, P.O. Box 392, N Billerica, MA 01862, along with a self-addressed stamped envelope or scanned as PDF and emailed to SORI.SORI@MASS.GOV. The Board will provide a report that includes the following information: whether the person identified is a sex offender with an obligation to register, the offense(s) for which the offender was convicted or adjudicated, and the date(s) of the conviction(s) or adjudication(s). *Please be advised that the law only permits the public to receive information on sex offenders required to register and finally classified by the Board as a level 2 (moderate risk) or level 3 (high risk) offender. Therefore, information is not available to the public if the identified individual is a level 1 (low risk) offender or if he/she has not yet been finally classified by the Board.*

SORB USE ONLY

All requests shall be recorded and kept confidential, except to assist or defend in a criminal prosecution.

***Requestor's name:** Dr. Anna Nolin, Superintendent of Schools **Date of birth:** _____

***Organization name: (if any)** Newton Public Schools

***Address:** 100 Walnut Street ***Telephone number:** (617) 559-6005

Newtonville, MA 02460 ***Email Address:** hrsupport@newton.k12.ma.us

I swear under the pains and penalties of perjury that I am the above-named person, at least 18 years of age, and I am requesting information for my own protection, the protection of a child under 18 years of age, or for the protection of another person for whom I have responsibility, care or custody.

Requestor's signature: _____ **Date:** _____

I hereby request that the following information be used to determine whether the identified individual is a sex offender required to register in Massachusetts.

Subject's LAST NAME:

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Subject's FIRST NAME:

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Subject's MIDDLE INITIAL:

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Date of birth or approximate age:

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M M D D Y Y Y Y AGE

Address (PRINT): _____

Personal identifying characteristics:

Sex: _____ **Race:** _____ **Height:** _____ **Weight:** _____ **Eye Color:** _____ **Hair Color:** _____

Other information (e.g. license plate number, parents' names, etc.): _____

If additional information is needed, please contact the Requestor at the telephone number above.

*****WARNING*****

SEX OFFENDER REGISTRY INFORMATION SHALL NOT BE USED TO COMMIT A CRIME OR TO ENGAGE IN ILLEGAL DISCRIMINATION OR HARASSMENT OF AN OFFENDER. ANY PERSON WHO USES INFORMATION DISCLOSED PURSUANT TO M.G.L. C. 6, §§ 178C – 178Q FOR SUCH PURPOSES SHALL BE PUNISHED BY NOT MORE THAN TWO AND ONE HALF (2 ½) YEARS IN A HOUSE OF CORRECTION OR BY A FINE OF NOT MORE THAN ONE THOUSAND DOLLARS (\$1000.00) OR BOTH (M.G.L. C. 6, § 178N). IN ADDITION, ANY PERSON WHO USES REGISTRY INFORMATION TO THREATEN TO COMMIT A CRIME MAY BE PUNISHED BY A FINE OF NOT MORE THAN ONE HUNDRED DOLLARS (\$100.00) OR BY IMPRISONMENT FOR NOT MORE THAN SIX (6) MONTHS (M.G.L. C. 275, § 4).